ELECTIONS BC

A non-partisan Office of the Legislature

Annual Report 2013/14 and Service Plan 2014/15 - 2016/17

Annual Report 2013/14
and Service Plan 2014/15 - 2016/17

ELECTIONS BC
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ELECTIONS BC
Province of British Columbia

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October 15, 2014

Honourable Linda Reid
Speaker of the Legislative Assembly
Province of British Columbia
Parliament Buildings
Victoria, British Columbia
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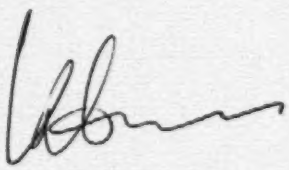
Madame Speaker:

I have the pleasure to submit Elections BC's Annual Report for the 2013/14 fiscal year and Service Plan for the 2014/15 – 2016/17 fiscal years. This document reports on the activities Elections BC undertook between April 1, 2013, and March 31, 2014, in support of Elections BC's service plan and establishes Elections BC's goals and planned activities for the next three years. This report is filed in accordance with section 13(1)(a) of the *Election Act*.

Respectfully submitted,



Keith Archer, Ph.D.
Chief Electoral Officer
British Columbia

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Message from the Chief Electoral Officer

I am pleased to present Elections BC's Annual Report for 2013/14 and Service Plan for 2014/15 – 2016/17 to the Legislative Assembly.

In addition to our ongoing operational responsibilities, my staff have spent the last year preparing for and delivering new responsibilities related to local elections campaign financing, providing administrative support to the BC Electoral Boundaries Commission, conducting compliance reviews on the election financing reports filed by participants in the 2013 Provincial General Election, formalizing an organization-wide privacy management framework and participating in opportunities for inter-jurisdictional learning and collaboration. Elections BC also administered B.C.'s Independent Panel on Internet Voting, of which I was the chair. The panel's report was submitted to the Legislative Assembly in February of this year.

As you will see in the "At-a-glance" table of projects and activities for 2014/15 found in Appendix A, we anticipate another busy year with the continuation of many of these projects, as well as a number of new key projects examining improvements for the 2017 General Election cycle and beyond.

The November 15, 2014, General Local Elections mark the first time my office will administer the campaign financing provisions for local elections in British Columbia. Elections BC looks forward to building upon our expertise in provincial electoral finance to provide the highest quality service to these new clients as we take on this new, exciting role mandated by the *Local Elections Campaign Financing Act*.

This fall also sees the release of a renewed strategic plan that will guide the work of Elections BC through 2021. The foundations of this plan are largely consistent with our previous strategic plan; however, our priorities have been updated to reflect our plans through 2021. These updated foundational statements and priorities are included in the Looking forward section of this report beginning on page 18. As the activities of 2013/14 took place in the context of the existing framework, those original foundational statements and priorities are also described beginning on page 7.

I am confident that the work outlined in this plan will enable Elections BC to successfully meet the mandate of this office while ensuring we deliver professional, independent and non-partisan electoral administration.

Keith Archer, Ph.D.
Chief Electoral Officer
British Columbia
October 2014

The organization

Elections BC is an independent, non-partisan Office of the Legislature responsible for administering provincial general elections, by-elections, referenda, initiative petitions and recall petitions as detailed in provincial legislation, and for overseeing the campaign financing and third party advertising rules for local elections.

For operational purposes, the organization is divided into three streams comprising five program areas.

Chief Electoral Officer

The Chief Electoral Officer has overall responsibility for Elections BC and is the head of the Executive Services program area.

Executive Services

The Executive Services program area provides organizational leadership and is responsible for Orders and Regulations, partnerships, inter-jurisdictional liaison and collaboration and reporting to the Legislative Assembly. Additionally, the program area is responsible for communications and voter outreach and public education programs regarding voter registration and the electoral process.

Deputy Chief Electoral Officer, Funding and Disclosure

The Deputy Chief Electoral Officer, Funding and Disclosure, has overall responsibility for two program areas: Electoral Finance and Corporate Administration, and Information Technology.

Electoral Finance and Corporate Administration

The Electoral Finance and Corporate Administration program area is responsible provincially for legislation, compliance, enforcement and investigations, political party and constituency association registration, campaign finance reporting, advertising sponsor registration and financial disclosure as well as conducting compliance reviews of political parties, constituency associations, candidates, advertising sponsors, leadership contestants and recall and initiative participants.

With the passage of the *Local Elections Campaign Financing Act* in the spring of 2014, the program area is now also responsible for all aspects of the campaign financing provisions for scheduled local elections, by-elections and assent votes. Local elections are held in B.C. every four years by over 265 government bodies, including municipalities, regional districts, boards of education, park boards and the Islands Trust.

The program area is also responsible for corporate administration, warehouse services and human resource services for Elections BC's core group of 55 public service employees and more than 35,000 temporary staff and election officials during major electoral events.

Information Technology

The Information Technology (IT) program area provides information management systems, computer infrastructure and technical services for Elections BC. The program area leads IT planning; develops and implements IT policies, procedures and standards; implements corporate IT initiatives; and performs systems operations, administration, security and maintenance.

Deputy Chief Electoral Officer, Electoral Operations

The Deputy Chief Electoral Officer, Electoral Operations, has overall responsibility for two program areas: Corporate Planning and Event Management, and Voter Registration and Boundaries.

Corporate Planning and Event Management

The Corporate Planning and Event Management program area is responsible for the effective and efficient planning and administration of provincial electoral events, including general elections, by-elections, referenda, recall and initiative petitions and initiative votes. This includes ensuring Elections BC is in a constant state of readiness for on-demand events as well as leading the planning, preparation and administration of scheduled events.

Corporate Planning and Event Management manages Elections BC's District Electoral Officers, coordinates event support activities across other program areas and leads post-event reporting, evaluation and assessment.

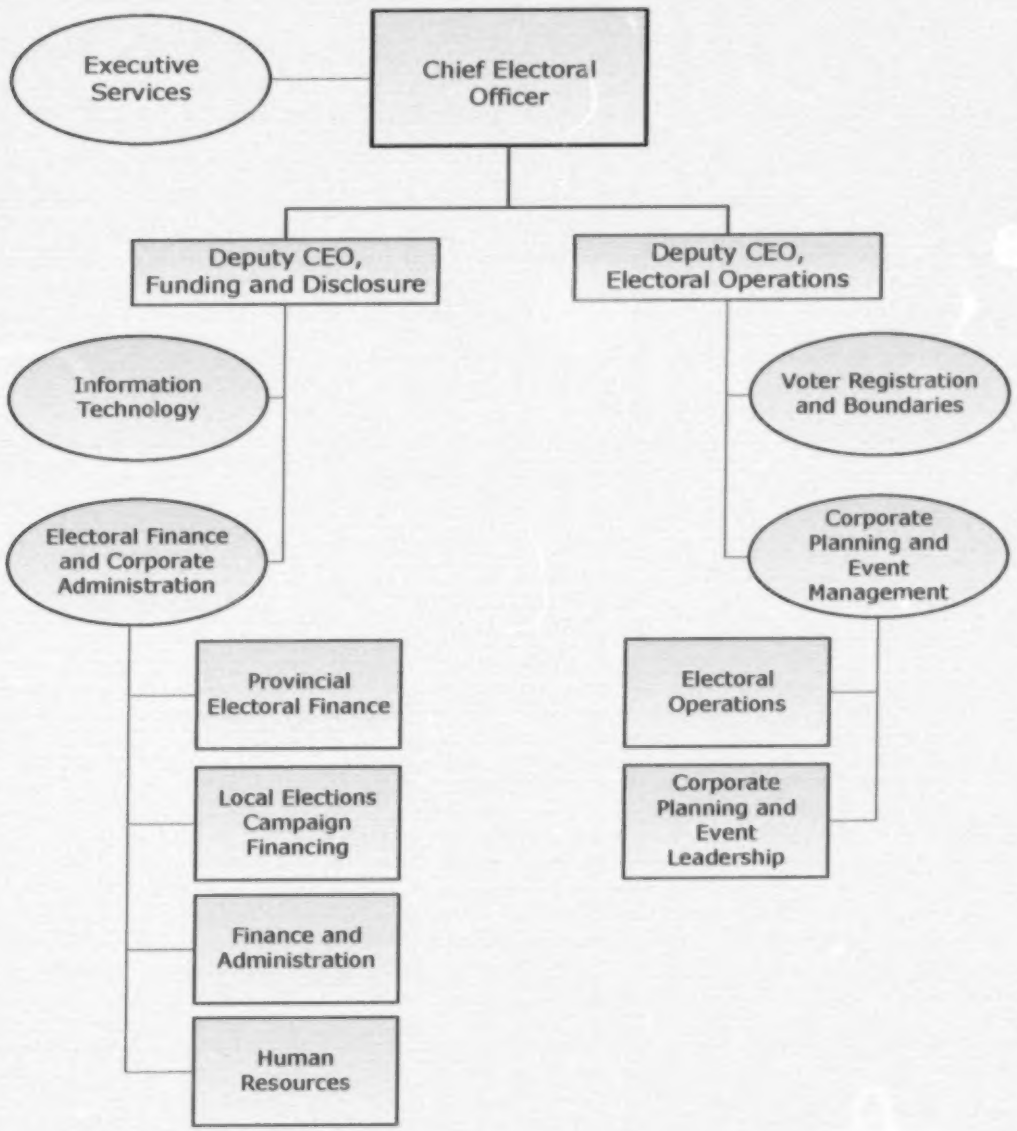
Corporate Planning and Event Management is responsible for the organization's strategic planning and development and maintenance of Elections BC's planning framework, risk management and performance measurement programs.

Voter Registration and Boundaries

Voter Registration and Boundaries is responsible for voter registration, including enumeration, management and maintenance of the provincial list of voters, maintenance of electoral district and voting area boundaries as well as the production of high-quality electoral data, reports, and information services.

The Voter Registration and Boundaries program area is responsible for providing a variety of products and reports necessary for the administration of electoral events including the provincial voters list, an address register, the Integrated Digital Electoral Atlas (INDEA), electoral maps, street indexes and the Location Index, and voters list quality studies.

ORGANIZATION CHART



BUSINESS CYCLE

STRATEGIC CONTEXT

This first year of the four-year business cycle can be largely characterized as one of planning and renewal. Elections BC is about to release an updated strategic plan that will provide a renewed framework guiding our activities over the next five years. The organization is also in the final stages of a competitive process to select an information technology (IT) and geographical information system (GIS) service provider.

In the spirit of continuous improvement, Elections BC has begun a number of projects to improve the administration of elections and provide even better service to stakeholders. For example, based on feedback and lessons learned from the 2013 General Election and Westside-Kelowna by-election, Elections BC is re-examining voting processes, training methodologies and the geography products and services the organization provides in order to identify opportunities for improvement.

Elections BC is ensuring readiness for a variety of on-demand events, such as by-elections and initiative and recall petitions that the organization may be called upon to deliver. Longer term planning is also underway for a redistribution of electoral district and voting area boundaries prior to the next provincial general election.

In addition to these planning activities, Elections BC is delivering upon a new mandate to administer campaign financing provisions of new legislation governing local elections in B.C. Only weeks after this legislation was passed, a new Local Elections Campaign Financing work unit was established, and this team is providing support to clients of the 2014 General Local Elections taking place this fall. Preparing for and delivering upon this new mandate has had a significant impact on the entire organization.

Building upon our experience providing administrative support to the Independent Panel on Internet Voting, Elections BC is acting as the BC Electoral Boundaries Commission secretariat in addition to providing technical assistance to the commission in its work. This sharing of resources represents a new approach that is expected to provide substantial cost savings to the people and to the government of British Columbia and reflects Elections BC's commitment to seek efficiencies in the provision of services.

These activities will be undertaken in addition to Elections BC's existing projects and ongoing operational work.

Planning and performance

Looking back (2013/14)

These strategic statements and priorities guided our work for 2013/14.[1]

VISION

To be leaders in electoral administration.

MISSION

To serve democracy in British Columbia through the fair and impartial administration of the provincial electoral process.

MANDATE

To administer the provincial electoral process in British Columbia in accordance with the *Election Act*, *Recall and Initiative Act*, *Referendum Act* and *Constitutional Amendment Approval Act*.

ELECTIONS BC'S CORPORATE VALUES

- Accountability
- Impartiality
- Independence
- Innovation
- Integrity
- Transparency

By staying true to these corporate values, Elections BC will earn and maintain the trust of its clients and stakeholders.

BUSINESS ENABLERS

Planning and delivering to plan, innovating and implementing lessons learned, earning and maintaining trust.

[1] This framework is the basis for the work conducted by Elections BC in the 2013/14 fiscal year and is the framework used for reporting our Annual Report activities. With the release of a new Strategic Plan in fall 2014, Elections BC has developed a new framework which is the basis for the forward-looking Service Plan activities in 2014/15-2016/17. See page 18 for the new framework.

GOALS

1. Ensure ongoing support and enhancement of the electoral process.
2. Ensure effective and efficient administration of electoral events.
3. Provide an inclusive and accessible electoral process.
4. Be a learning organization that develops and shares best practices.

These goals, which are strategically aligned with the organization's vision and mission, reflect the four key performance areas in which Elections BC must be successful to effectively deliver its mandate. Elections BC's performance in achieving these goals is assessed against performance measures established for each goal.

STRATEGIC PRIORITIES

Elections BC has identified two mission-critical strategic priorities and six enabling priorities for this business cycle. These priorities reflect our organizational and environmental context, and are drivers for what we need to accomplish in order to achieve our vision, mission, mandate and organizational goals. These priorities will enable Elections BC to take a focused approach to deliver on the work envisioned over the next five years.

Mission critical priorities:

1. Ensure Elections BC can successfully deliver scheduled and on-demand events.
2. Ensure the ongoing functionality of critical electoral systems (IT).

Enabling priorities:

1. Improve voting processes to better serve voters and realize efficiencies.
2. Improve the organizational well-being and culture of Elections BC.
3. Provide high-quality services to stakeholders in a manner that is responsive to their needs.
4. Raise public awareness about BC electoral processes.
5. Improve the quality and efficiency of management of the voters list, address data and road network.
6. Improve electoral administrative and management processes.

GOAL 1: ENSURE ONGOING SUPPORT AND ENHANCEMENT OF THE ELECTORAL PROCESS

Maintaining organization and systems readiness for scheduled and on-demand events requires cross-program coordination and integration throughout the business and financial cycles. Keeping the electoral and other information systems up to date, maintaining the policy and legislative framework, providing ongoing investments in voter registration and recruiting appropriately skilled staff are critical to the success of Elections BC.

Objectives:

1.1 Ensure the ongoing functioning of critical information systems.

1.2 Maintain a sound infrastructure that meets our organizational needs.

1.3 Ensure efficient and effective management of the voters list, address data and electoral geography.

Key performance measure 1a – Elections BC will maintain a high-quality voters list measured through coverage, currency and net currency.

Performance Measure	2012/13 Actual	2013/14 Target	2013/14 Actual
Voters list quality*			
Coverage	93.3%	91%	96.9%
Currency	N/A**	90%	94.2%
Net currency	N/A**	82%	91.3%

* Coverage is the percentage of voters on the list compared to the number of eligible voters in the province. Currency is the percentage of voters on the list at the right address. Net currency is the percentage of eligible voters on the list at the right address.

** Elections BC did not conduct a voters list quality study in 2012/13.

The provincial voters list is a list of the names and residential addresses of the voters registered in each electoral district. A high-quality voters list increases the effectiveness of Elections BC's voter information campaigns (e.g. Where to Vote cards) and improves the voter's experience by providing a streamlined voting process at the voting place. Voters list quality is a key performance measure because a high-quality voters list is vital to the needs of Elections BC and its stakeholders.

Looking back

In late February and March 2013, Elections BC conducted a province-wide enumeration to improve the quality of the voters list ahead of the general election by registering new voters, updating existing voter information and removing voters no longer qualified. As a result of these activities, Elections BC achieved the highest quality voters list in recent history prior to General Voting Day (May 14, 2013).

Key performance measure 1b – Elections BC will measure the compliance of electoral finance clients in meeting filing requirements.

Performance Measure	2012/13 Actual	2013/14 Target	2013/14 Actual
Filing compliance ratio*	96.5%	92%	97.6%

* The ratio is the total number of reports (such as annual reports and event-related reports) filed compared to the total expected by the filing deadline.

The filing compliance ratio tracks the number of financial reports, such as annual reports and event-related reports, filed by the applicable legislated filing deadline compared to the total number of reports due in a given fiscal year. The number of reports filed by the deadline does not include reports that were filed by the late filing deadline. Including reports that were filed before the late filing deadline would bring the ratio to 99.6%. Entities that were granted extensions by Order of the Chief Electoral Officer to the filing deadlines for extenuating circumstances are considered to have filed on time if the report was filed by the extended deadline. These reports are filed by political parties, constituency associations, candidates, leadership contestants, authorized participants to recall and initiative campaigns and third party advertisers.

The results of this performance measure may be influenced by the efforts of Elections BC staff in the form of reminder letters, emails and phone calls to the entities, but ultimately the level of compliance by the entities is out of the control of Elections BC.

Looking back

Of the 1,007 financing reports required to be filed by the applicable deadlines during 2013/14, 983 clients filed their reports on time. An additional 20 clients filed their reports by the late filing deadline.

GOAL 1 HIGHLIGHTS OF 2012/13

Independent Panel on Internet Voting

Elections BC continued to support the work of the Independent Panel on Internet Voting. The panel, composed of the Chief Electoral Officer and four other members, examined the opportunities and challenges related to the potential implementation of Internet voting in B.C. for either local government or provincial elections. Following a preliminary report and public consultation period in fall 2013, the panel submitted its recommendations report to the Legislative Assembly in February 2014. The panel recommended the province go slowly on this topic, take a province-wide coordinated approach to Internet voting and establish an independent technical committee, chaired by the Chief Electoral Officer, to evaluate Internet voting systems and support jurisdictions that wish to implement Internet voting.

Formalized privacy management framework

The first phase of a project to implement a formal organization-wide privacy management framework was completed in 2013/14. This phase consisted of an audit of all existing Elections BC information and privacy policies and processes, an inventory of all personal information in Elections BC's possession and the development of a formal privacy management framework. The second phase of the project to implement the framework will take place in 2014/15.

Selecting an IT service provider

A competitive procurement process to provide an IT services provider, to maintain the data systems and data repositories within Elections BC, started in 2013. A request for qualifications (RFQ) process prequalified five potential vendors. A request for proposals (RFP) was issued in summer 2014, and a successful vendor will be selected by fall 2014.

GOAL 2: ENSURE EFFECTIVE AND EFFICIENT ADMINISTRATION OF ELECTORAL EVENTS

Electoral events give British Columbians the opportunity to participate in the democracy of their province. As custodian of that right, Elections BC ensures the efficient and effective administration of electoral events through the implementation of redistributed electoral boundaries, the development of voters lists, organizational readiness and the provision of a wide range of opportunities for eligible voters to participate in events.

Objectives:

2.1 Ensure Elections BC maintains event readiness for scheduled and on-demand events.

2.2 Improve the voting process to better serve voters and realize efficiencies.

2.3 Improve the current model for election administration in the field.

Key performance measure 2 – Elections BC will report on the percentage of quality and performance goals achieved for each event.

Performance Measure	2012/13 Actual	2013/14 Target	2013/14 Actual
Event goal performance ratio	86.7%	83%	69.6%

Effective and efficient administration of electoral events is the core of Elections BC's mission and mandate. Monitoring and achieving performance targets according to established event plans are fundamental to our success as a planning organization. Specific performance goals are identified in each event plan and achievement of these goals determines the performance measure.

Looking back

Performance goals for 2013/14 included readiness and delivery goals related to the 2013 Enumeration and 2013 General Election, the Westside-Kelowna by-election and an initiative petition. Of the 23 goals targeted, Elections BC achieved 16, or 69.6%, falling short of the target of 83%. Performance goals reflected in last year's target include: ensuring all voting places were accessible, requiring fewer Orders of the Chief Electoral Officer due to election official errors, meeting currency targets for the enumeration and meeting preparation and client service targets for the initiative petition.

The seven missed goals were:

- Elections BC achieved greater cost savings in administering each of the four events than planned and so did not meet the targets of managing the events within +/- 5% of the planned budget (one missed goal per event).

- At only 55.9%, fewer youth registered to vote during the enumeration than was hoped (73%). In order to improve youth participation, the Chief Electoral Officer has since recommended that the *Election Act* be amended to permit registration of 16- and 17-year-olds before they are eligible to vote.
- While all voting places used for advance voting during the 2013 General Election were accessible, some voting places used on General Voting Day did not meet all of our accessibility goals (e.g. no automatic door opener, no disabled parking spaces, not wheelchair accessible). Election officials were trained to administer voting outside of the voting place for voters who could not fully access the voting place.
- Voting places were entered into the Electoral Information System a week after the planned date. Missing this goal had no consequence to voters, candidates or other stakeholders.

GOAL 2 HIGHLIGHTS OF 2013/14

General election delivery

Much of Elections BC's attention in 2013/14 was focused on conducting the 40th Provincial General Election. Highlights of the general election:

- Increased focus in Elections BC's communications on absentee and advance voting as more convenient ways to vote were reflected in a continued increase in use of advance voting and an increase of more than 70% in the use of absentee and special voting opportunities over 2009.
- An increase in overall voter turnout (55.32% in 2013 vs. 50.99% in 2009) was reflected across all age groupings but one (fewer voters age 45 to 54 voted in 2013 than in 2009).
- Province-wide implementation of new processes and services, including:
  - using the Where to Vote card as an advance voting certificate to speed up and simplify the advance voting process
  - introducing the VoteBC app, which enabled voters to easily determine the voting place closest to them
- "Special voting – advance" opportunities that provided increased accessibility in rural and remote areas and at post-secondary institutions.
- District Electoral Officer initiatives aimed to improve accessibility (e.g. "drive-thru voting" in Comox Valley and advance voting at Kelowna International Airport).

Further details regarding the delivery of the general election are contained in the *Statement of Votes for the 40th Provincial General Election* and the *Report of the Chief Electoral Officer on the 40th Provincial General Election*.

By-election delivery

The 2013 General Election was almost immediately followed by a by-election in Westside-Kelowna when the elected MLA resigned shortly after the return of the writ.

- The by-election was administered on July 10, 2013. (Further details are contained in the *Report of the Chief Electoral Officer on the Westside-Kelowna By-election*)
- Lessons learned from the general election were incorporated into election official training and other aspects of the by-election.
- In some voting places, election officials piloted the use of a laptop computer with access to the Know Your Electoral District online application in some voting places to look up a voter's residential address and immediately determine whether or not the voter resided in the electoral district.

An initiative to amend the *Police Act*

Between July and December 2013, Elections BC administered an initiative petition to amend the *Police Act*. Upon submission, the Chief Electoral Officer determined that the petition was not successful (further details in Appendix G).

General Local Elections

Just prior to the end of the 2013/14 fiscal year, the *Local Elections Campaign Financing Act* was introduced in the Legislative Assembly. The new legislation was based on the 2010 Local Government Elections Task Force report which recommended a new role for Elections BC to administer and enforce campaign finance rules in local government elections. Preparations for this new mandate began immediately. The impact of this new mandate will be felt across the organization as detailed elsewhere in this report.

GOAL 3: PROVIDE AN INCLUSIVE AND ACCESSIBLE ELECTORAL PROCESS

This goal recognizes the need for the province's electoral processes to be inclusive and accessible for all of British Columbia's eligible voters. Ensuring the organization makes information and services available that meet voters' needs is fundamental to the success of Elections BC and the province's democracy.

Objective:

3.1 Provide high-quality services to clients in a manner that is responsive to their needs.

Key performance measure 3 – Elections BC will conduct an annual survey of selected client groups to evaluate client responses to specific programs or services.

Performance Measure	2012/13 Actual	2013/14 Target	2013/14 Actual
Percentage average annual satisfaction score	94.6%	80%	87.8%

Feedback from voters and other client groups is a valuable indication of how well Elections BC is delivering its core services. Following a general election, Elections BC commissions surveys of voters and non-voters. In the other three years of our business cycle, we survey other client groups, such as political parties or users of our Online Voter Registration system. With a benchmark score of 80%, Elections BC looks for improvement relative to the previous year or the previous time that particular client group was surveyed.

Looking back

In 2013/14, Elections BC surveyed provincial voters to determine their satisfaction with the delivery of the 2013 Provincial General Election. Satisfaction was measured using the question: "Overall, based on a scale from 1 to 5, where 1 is 'very dissatisfied' and 5 is 'very satisfied,' how satisfied were you with the way Elections BC administered the election?". Seventy percent of respondents reported they were very satisfied (5/5) and 17.8% reported that they were satisfied (4/5), for a total of 87.8%.

GOAL 3 HIGHLIGHTS OF 2012/13

Client satisfaction

"Thank you very much for your prompt response to my email question regarding electoral finance ... I appreciate your assistance and that of the other staff members of Elections BC with whom I have engaged. I have found Elections BC staff to be very professional, supportive and informative." – January 2014

– Constituency association financial agent

"Lots of info well presented by knowledgeable staff." – January 2013

"Staff are always available for consultation." – February 2013

"Open and prepared, confident, and service oriented." – February 2013

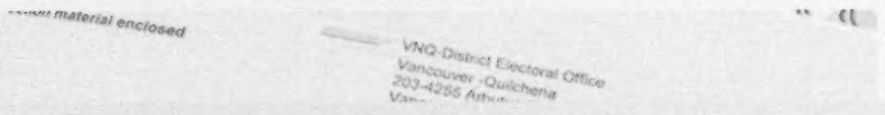
– Financial agent training session evaluations

Keshav Mathur @Keshav_M_ · 14 May 2013

Time wasted standing in traffic: 1 hr. Time it took to vote: 1 min. Good Job Elections #BCI #Vote Today #bcelexn

Leah Bae @leahebae · 6 May 2013

Just cast my 1st vote! Feels great knowing my vote really counts. TY @ElectionsBC 4 your help 2!



GOAL 4: BE A LEARNING ORGANIZATION THAT DEVELOPS AND SHARES BEST PRACTICES

Elections BC is a highly focused and dynamic organization that is ready to respond to scheduled and on-demand electoral events. The organization is committed to the development and implementation of sound business and human resource policies and procedures that encourage best practices, partnerships with external clients and support for the organization's staff.

Objectives:

4.1 Participate in, encourage and support partnerships and inter-jurisdictional co-operation.

Key performance measure 4 – Elections BC will encourage staff participation in a variety of educational activities.

Performance Measure	2012/13 Actual	2013/14 Target	2013/14 Actual
Percentage calculated learning index score for Elections BC's permanent staff	100%	80%	87.5%

Elections BC recognizes that realizing our vision to be leaders in electoral administration requires continual renewal of partnerships with other electoral jurisdictions and external agencies, participation in professional development activities and making the most of opportunities to share best practices both inside and outside the organization. The learning index is an aggregate measure of Elections BC's staff participation in workshops, conferences, working groups, partnership projects, inter-jurisdictional learning and employee training.

Elections BC exceeded its target learning index score for the second year in a row.

GOAL 4 HIGHLIGHTS OF 2013/14

2013 Provincial General Election Conference

Sponsored and participated in a conference hosted by the University of British Columbia's Centre for the Study of Democratic Institutions examining the results of research conducted around the 2013 Provincial General Election.

Inter-jurisdictional co-operation

Welcomed colleagues from Canada and around the world to observe the 2013 Provincial General Election. Elections BC evaluated new technologies, processes and procedures in Nova Scotia as observers to their election in 2013.

Looking forward (2014/15 - 2016/17)

These strategic statements and priorities from our 2014-2021 Strategic Plan will guide our work for the period 2014/15-2016/17.[2]

VISION

To be leaders in electoral administration.

We realize our vision by:

- Respecting stakeholders - continuously striving to better respond to the diverse needs of our stakeholders
- Earning trust - administering processes in a professional and trustworthy manner
- Sharing and learning - sharing our expertise and collaborating to learn from others

MISSION

To serve democracy in British Columbia through the fair and impartial administration of electoral processes.

We realize our vision by:

- Upholding the fundamental principles of democracy in all that we do
- Ensuring equitable access to the democratic process

MANDATE

Elections BC is the independent, non-partisan Office of the Legislature responsible for administering electoral processes in British Columbia in accordance with the *Election Act*, *Recall and Initiative Act*, *Referendum Act* and the *Local Elections Campaign Financing Act*.

[2] This framework is the basis for the work to be conducted by Elections BC in the 2014/15-2016/17 fiscal years as described in our Service Plan activities. See page 7 for the framework in place for the 2013/14 fiscal year.

VALUES

Accountability	We take responsibility for our actions and decisions.
Impartiality	We treat all voters, candidates, political parties and other stakeholders fairly.
Innovation	We explore new ways to both improve service levels and make effective use of public funds.
Transparency	We are open about how we work and communicate issues that may impact our stakeholders.
Service Orientation	We strive to anticipate and meet the diverse needs of our stakeholders.
Independence	We operate free from the influence of government and politics as we deliver our mandated responsibilities.
Integrity	We are honest, and our decisions and actions are consistent with our values.

By staying true to these values, we will continue to earn and maintain the trust of British Columbians.

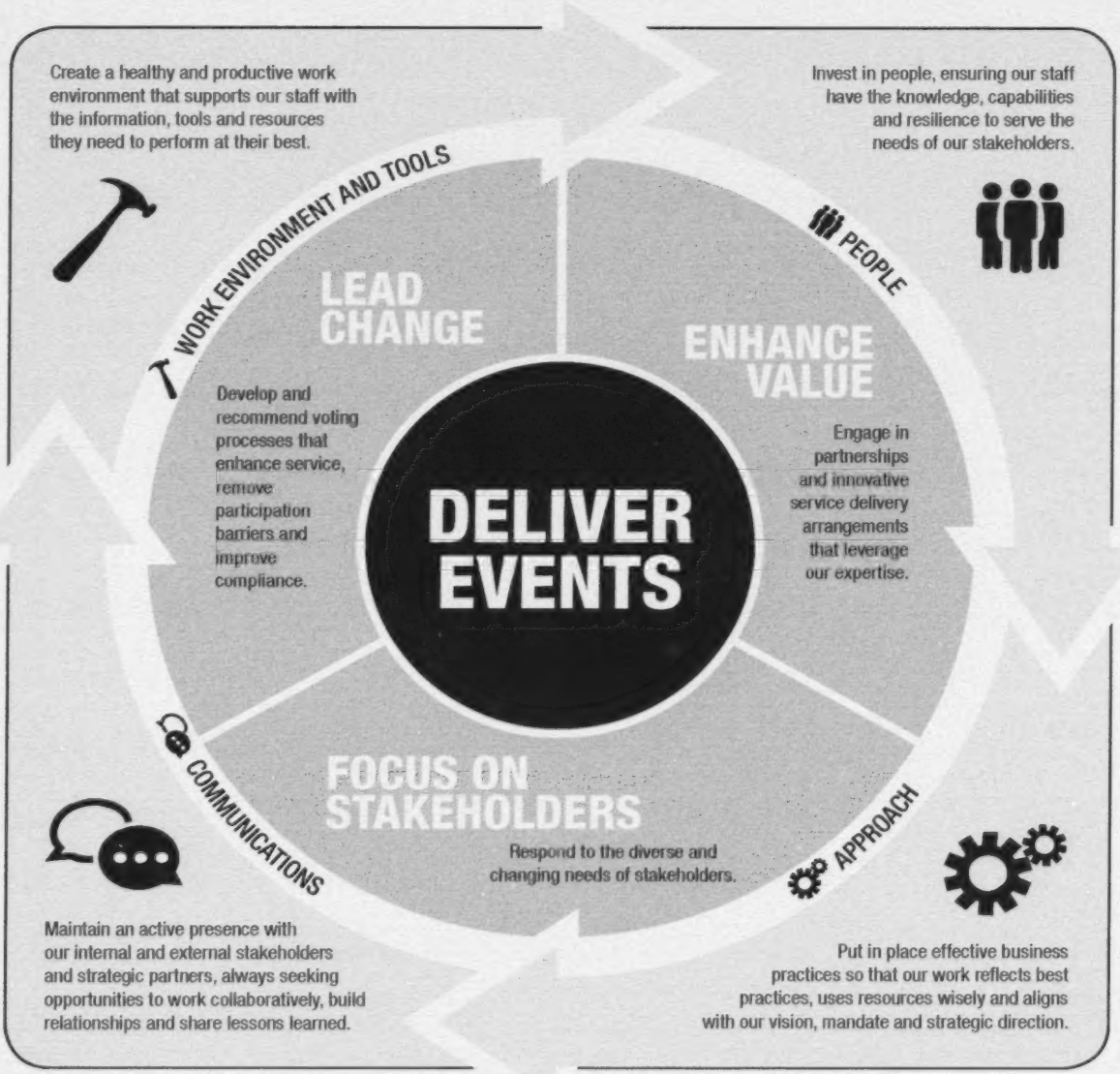
PRIORITIES

During the period 2015-2021, Elections BC will be guided by four strategic priorities as it pursues its vision. Being ready for and successfully delivering electoral events is Elections BC's top priority.

We recognize that, in order to achieve our strategic priorities, our house must be in order. To be leaders in electoral administration, we must first develop, and support our staff with, the training and tools they need to be successful, apply best practices in our approach to work and communicate effectively both internally and externally. Elections BC has identified four foundational areas that are central to the successful pursuit of our strategic priorities.

The remaining three supporting priorities are considered to be equally important to one another in terms of achieving our mission. Together, these four priorities reflect who we are, the environment in which we operate and what we plan to achieve over the period 2015-2021.

STRATEGIC PRIORITIES AND FOUNDATIONAL AREAS


Create a healthy and productive work environment that supports our staff with the information, tools and resources they need to perform at their best.
WORK ENVIRONMENT AND TOOLS
Invest in people, ensuring our staff have the knowledge, capabilities and resilience to serve the needs of our stakeholders.
PEOPLE
LEAD CHANGE
Develop and recommend voting processes that enhance service, remove participation barriers and improve compliance.
ENHANCE VALUE
Engage in partnerships and innovative service delivery arrangements that leverage our expertise.
DELIVER EVENTS
FOCUS ON STAKEHOLDERS
Respond to the diverse and changing needs of stakeholders.
COMMUNICATIONS
Maintain an active presence with our internal and external stakeholders and strategic partners, always seeking opportunities to work collaboratively, build relationships and share lessons learned.
APPROACH
Put in place effective business practices so that our work reflects best practices, uses resources wisely and aligns with our vision, mandate and strategic direction.

TOP PRIORITY

DELIVER EVENTS: Be ready for, and successfully deliver, electoral events

Delivering electoral events is the core business of Elections BC and our first priority. Everyone in the organization has a role to play in event delivery:

- Electoral Finance and Corporate Administration supports stakeholders to comply with spending and advertising rules and supports field staff in recruiting and paying approximately 30,000 temporary employees
- Information Technology develops and deploys information systems
- Corporate Planning and Event Management administers nominations, voting, counting and reporting of results
- Voter Registration and Boundaries manages voter registration and geographic activities and the provincial voters list
- Executive Services develops and implements public information programs and communications strategies

Strategies:

- Define and achieve "readiness" status by target dates for all events
- Strive to maintain a high-quality voters list throughout the business cycle
- Deliver events in accordance with plans

Fixed-date legislation for local and provincial general elections has made it easier for Elections BC to plan and stage the delivery of preparation activities for these events.

Elections BC is also responsible for a number of on-demand events, the timing and volume of which, during a given business cycle, are unpredictable. Examples of on-demand events include provincial by-elections, recall and initiative petitions, initiative votes, referenda and plebiscites as well as local government by-elections and assent votes.

Key performance measure 1 – Elections BC will maintain a high-quality voters list measured through coverage, currency and net currency.

Performance Measure	2014/15 Target	2015/16 Target	2016/17 Target
Voters list quality*			
Coverage	94%	93%	92%
Currency	87%	85%	83%
Net currency	82%	79%	76%

* Coverage is the percentage of voters on the list compared to the number of eligible voters in the province. Currency is the percentage of voters on the list at the right address. Net currency is the percentage of eligible voters on the list at the right address.

The provincial voters list is a list of the names and residential addresses of the voters registered in each electoral district. A high-quality voters list increases the effectiveness of Elections BC's voter information campaigns (e.g. Where to Vote cards) and improves the voter's experience by providing a streamlined voting process at the voting place. Voters list quality is a key performance measure because a high-quality voters list is vital to the needs of Elections BC and its stakeholders.

Looking forward

The quality of the provincial voters list was at its highest in the four year business cycle on General Voting Day for the 2013 General Election. Voters paid the most attention to our voter registration efforts during a provincial enumeration in March and in the weeks leading up to the election as they recognized the immediate benefits of being on the voters list at the correct address. This has a very positive impact on both coverage and currency at the point in time when it is most important.

Experience shows that, after an election, voters are less likely to advise Elections BC of changes to their voter registration information, and consequently the coverage and currency levels decline until the next general election. This decline in coverage and currency is mitigated by data-sharing agreements that Elections BC maintains with a number of agencies, such as Elections Canada, the Insurance Corporation of British Columbia (ICBC) and BC Vital Statistics.

Key performance measure 2 – Elections BC will measure the compliance of electoral finance clients in meeting filing requirements.

Performance Measure	2014/15 Target	2015/16 Target	2016/17 Target
Filing compliance ratio*	95%	95%	95%

* The ratio is the total number of reports (such as annual reports and event-related reports) filed compared to the total expected by the filing deadline.

The filing compliance ratio tracks the number of financial reports, such as annual reports and event-related reports, filed by the applicable legislated filing deadline compared to the total number of reports due in a given fiscal year. The number of reports filed by the deadline does not include reports that were filed by the late filing deadline. Entities that were granted extensions by Order of the Chief Electoral Officer to the filing deadlines for extenuating circumstances are considered to have filed on time if the report was filed by the extended deadline. These reports are filed by political parties, constituency associations, candidates, leadership contestants, authorized participants to recall and initiative campaigns, and third party advertisers.

The results of this performance measure may be influenced by the efforts of Elections BC staff in the form of reminder letters, emails and phone calls to the entities, but ultimately the level of compliance by the entities is out of the control of Elections BC.

Looking forward

Based on historical trends, Elections BC expects a filing compliance ratio of at least 95% in each of the next three fiscal years although a slight decrease in the ratio in the year after a general election can be anticipated. Elections BC will continue wto work with political entities to support their compliance with the legislated filing deadlines.

Key performance measure 3 – Elections BC will report on the percentage of quality and performance goals achieved for each event.

Performance Measure	2014/15 Target	2015/16 Target	2016/17 Target
Event goal performance ratio	85%	85%	85%

Effective and efficient administration of electoral events is the core of Elections BC's mission and mandate. While maintaining 100% event readiness, our current focus is on improving our planning processes so that event plans are realistic and achievable within our resource and time constraints. Specific performance goals are identified in each event plan, and this performance measure reports on our success in achieving these goals.

Looking forward

During the event planning process, Elections BC identifies milestones and deliverables to be tracked for purposes of performance measurement. As on-demand events occur over the next three years, Elections BC will measure its performance in terms of meeting planned dates and will report annually.

SUPPORTING PRIORITY

LEAD CHANGE: Develop voting model changes that enhance service, remove participation barriers and improve compliance

Elections BC will respond to the challenges emerging with the current voting model. Our focus is on improving service to voters, candidates and political parties, reducing barriers to participation and simplifying procedures to improve compliance. This priority will be pursued in two distinct streams: within the current legislative framework and through the development of a proposed new voting model and proposals for legislative change. The CEO plans to submit a proposed new voting model and recommendations for legislative change to the legislature in 2015, with a goal of delivering the 2021 General Election under the new model.

Strategies:

- Improve voting procedures for 2017
- Develop a new voting model for 2021
- Improve voting place accessibility

This is a new priority for Elections BC, and performance measures and targets are being developed. We are exploring measures that will provide a meaningful and accurate assessment of election official compliance with voting procedures and voting place accessibility.

SUPPORTING PRIORITY

FOCUS ON STAKEHOLDERS: Respond to the diverse and changing needs of stakeholders

We will engage our stakeholders to identify their needs. We are committed to developing services that meet stakeholder needs, while respecting our mandate and budgetary constraints. This priority acknowledges the reality that we operate in a different environment than we have before. Technological advancements and changing service models outside the electoral arena have fuelled changes in stakeholders' expectations regarding the quality, speed and types of service an electoral agency should provide.

Strategies:

- Enhance the range of online self-service options available to stakeholders
- Put stakeholder needs first when designing services

Key performance measure – Put stakeholder needs first when designing services.

Performance Measure	2014/15 Target	2015/16 Target	2016/17 Target
Percentage satisfied or very satisfied	80%	80%	80%

We will work to develop services and products that are shaped more by stakeholder needs and less by the administrative needs of Elections BC. Feedback from voters and other stakeholders is the ultimate indicator of our success in this area. Following a general election, Elections BC surveys voters and non-voters. In the other three years of the business cycle, we survey other stakeholders, such as political parties and users of our online voter registration system. Elections BC looks for improvement relative to the previous year or the previous time a given stakeholder group was surveyed.

Looking forward

In 2014/15, Elections BC will survey the financial agents of candidates and elector organizations of the 2014 General Local Elections to determine their satisfaction with the services provided by Elections BC during this inaugural event.

SUPPORTING PRIORITY

ENHANCE VALUE: Generate value for British Columbians by engaging in partnerships and innovative service delivery arrangements that leverage our expertise

Elections BC is the province's window into the world of election administration. We are engaged to think about these issues every day, to understand current research, trends and best practices in other jurisdictions, and to ensure that this expertise benefits our citizens and provides the best advice possible to policy makers. We are committed to partnering with other organizations or stakeholder groups where it makes sense to achieve efficiencies and enhance the contribution we make to the promotion of democracy in B.C.

Strategies:

- Partner with the BC Electoral Boundaries Commission to share resources and expertise, while generating cost-savings
- Develop closer ties with post-secondary and secondary schools in B.C. to promote participation in elections
- Participate in and facilitate discussions about democracy and electoral administration

This is a new priority for Elections BC and performance measures and targets are being developed.

Elections BC finances

Looking back (2013/14)

ELECTIONS BC BUDGET PROCESS

The Select Standing Committee on Finance and Government Services has responsibility for considering and making recommendations on the budgets of Elections BC. During the budget development process every fall, the committee meets with each of the Officers of the Legislature to review their upcoming budget requirements and service plans.

The activities of Elections BC are driven by the legislation it administers and the associated actions of its clients. The timing of by-elections, recall petitions, initiative petitions and other electoral events are not controlled by Elections BC. In consideration of the unpredictable nature of the work of the office, the *Election Act*, the *Recall and Initiative Act* and the *Local Elections Campaign Financing Act* each establish that all necessary expenses required for the administration of those Acts must be paid out of the consolidated revenue fund.

The Select Standing Committee on Finance and Government Services recognizes that the budget needs of Elections BC are demand driven and has established a process whereby the Chief Electoral Officer advises the chair of the committee in writing when additional funds are required to administer on-demand electoral events. This process has been followed for all electoral events since 2002.

In accordance with this process, Elections BC wrote to the chair of the committee in July 2013 regarding the need for funding for the Westside-Kelowna By-election held on July 10, 2013, and for the initiative petition entitled "An initiative to amend the *Police Act.*" Subsequently, on September 10, 2013, Elections BC officials met with the committee and requested supplementary funding to administer those two on-demand events. The committee recommended that Elections BC be granted event-related funding of $549,600 for the by-election and $1,020,000 for the initiative petition.

As part of the annual budget development process, the Chief Electoral Officer, Deputy Chief Electoral Officer, Funding and Disclosure and Deputy Chief Electoral Officer, Electoral Operations met with the committee on December 5, 2013. Elections BC provided the committee with a comprehensive review of the financial results for the previous fiscal year and a budget proposal for fiscal years 2014/15 to 2016/17. The proposal detailed the budget requirements for ongoing operations and capital investments, and preparations for the potential implementation of a new mandate regarding campaign financing for local government elections.

In its report of December 19, 2013, the committee recommended that Elections BC's ongoing (non-event) operating budget for fiscal year 2014/15 be $8,210,000. The recommended capital budget for 2014/15 was $700,000. The committee also recommended that Elections BC's budget for 2013/14 be increased by $79,000 in operating and $70,000 in capital funding to cover costs associated with the potential changes to local government campaign financing rules.

The summary ongoing financial outlook table (page 32) illustrates the budgets and planned budgets for ongoing work for each of the three fiscal years beginning in 2014/15. The Select Standing Committee has approved these amounts. Funding for electoral events is not included here.

The ongoing operating and event funding table (page 28) shows Elections BC's budget for fiscal 2013/14 and the actual expenditures for that year. These amounts include funding and expenditures for ongoing work and for events conducted in 2013/14.

Detailed information on the actual costs of administering the 2013 Enumeration and General Election are included in the reports of the Chief Electoral Officer on those events.

Ongoing operating and event funding

	2013/14 Budget $	2013/14 Actual $	Variance $
Funding			
Estimates (Note 1)	8,210,000	8,210,000	-
Other authorizations (Note 2)	30,500,872	30,500,872	-
Total funding	38,710,872	38,710,872	-
Expenses (Note 3)			
Salaries and benefits	3,699,000	3,528,983	170,017
Amortization	614,000	478,363	135,637
Building occupancy charges	1,011,000	1,021,870	(10,870)
Office expenses and telecommunications	440,000	351,422	88,578
Corporate information systems	1,462,000	1,166,186	295,814
Event readiness	10,000	2,108	7,892
Address and boundary maintenance	297,000	237,230	59,770
Voters list maintenance	95,000	125,294	(30,294)
Political entity reporting	195,000	89,053	105,947
Officer salary and benefits	328,000	325,862	2,138
Voter education	59,000	16,638	42,362
Events (Note 4)	30,500,872	-	30,500,872
By-elections	-	478,841	(478,841)
Enumeration	-	337,208	(337,208)
Independent Panel on Internet Voting	-	60,653	(60,653)
General election	-	30,115,122	(30,115,122)
Initiative petition	-	343,488	(343,488)
Local election campaign financing preparation	-	32,551	(32,551)
Total expenses	38,710,872	38,710,872	-
Funding returned	-	-	
Capital assets			
Computer hardware, servers and related software	700,000	682,854	17,146

See the following pages for detailed information on notes 1-4.

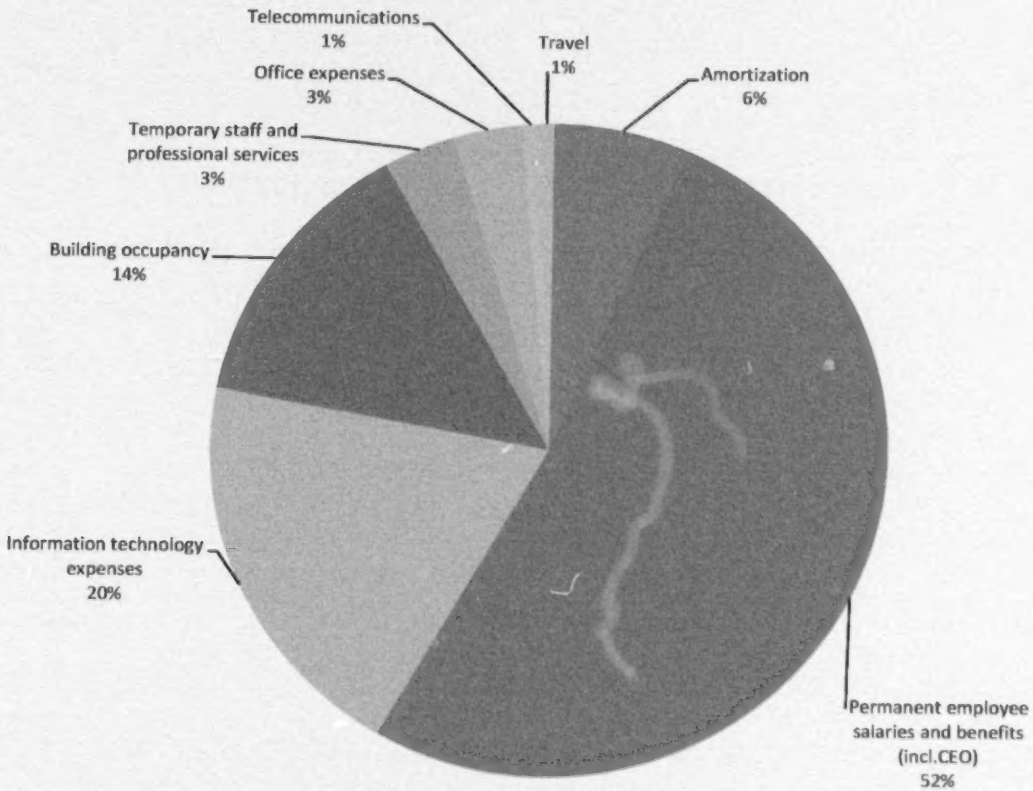
Note 1 - The ongoing (non-event) operating budget for 2013/14 was $8,210,000.

Note 2 - Other authorizations represents Elections BC's share of the contingencies vote for administering the 2013 General Election, the 2013 Enumeration, the Westside-Kelowna By-election, the Independent Panel on Internet Voting, the initiative petition to amend the *Police Act* and local elections campaign financing preparations.

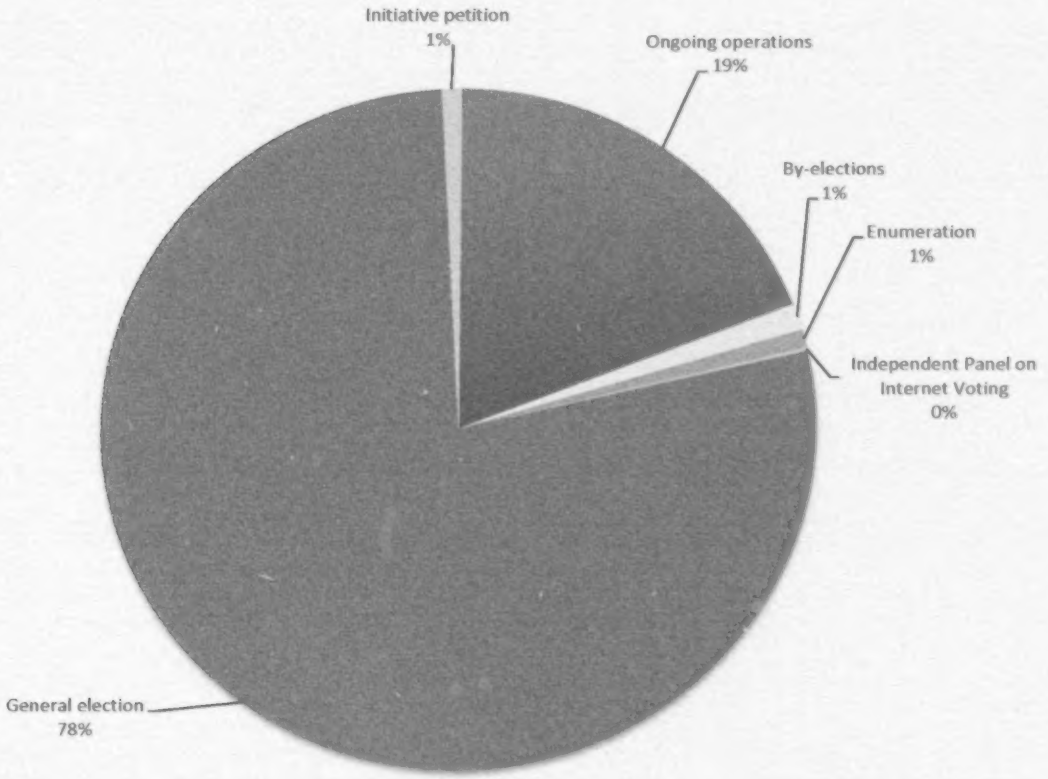
Note 3 - The budget is the Estimates budget based upon anticipated activities at the beginning of the year and does not include reallocations of budget made during the fiscal year, hence actual expenses differ from the budget.

Note 4 - The events budget is the $30,500,872 authorization from the contingencies vote for the 2013 General Election, the 2013 Enumeration, the Westside-Kelowna By-election, the Independent Panel on Internet Voting, the initiative petition to amend the *Police Act* and local elections campaign financing preparations.

2013/14 Ongoing operating actual expenditures by type



2013/14 Actual expenditures for ongoing operations and events



Looking forward (2014/15 - 2016/17)

The summary ongoing financial outlook illustrates the operating and capital budgets for 2014/15 and planned budgets for 2015/16 and 2016/17. The Select Standing Committee on Finance and Government Services (SSCFGS) has approved these amounts. Funding for electoral events is not included here.

Summary ongoing financial outlook

	2014/15 (budget) $	2015/16 (planned) $	2016/17 (planned) $
ONGOING OPERATING COSTS			
Funding			
Approved budget by SSCFGS	8,210,000	8,210,000	8,210,000
Total funding for ongoing operating costs	8,210,000	8,210,000	8,210,000
Expenses for ongoing core services			
Salaries and benefits (Note 1)	3,880,000	3,880,000	3,880,000
Amortization (Note 2)	667,000	716,000	804,000
Building occupancy charges (Note 3)	1,011,000	1,011,000	1,011,000
Office expenses and telecommunications (Note 4)	469,000	433,000	439,000
Corporate information systems (Note 5)	1,103,000	1,240,000	1,135,000
Event readiness (Note 6)	10,000	10,000	10,000
Address and boundary maintenance (Note 7)	183,000	183,000	183,000
Voters list maintenance (Note 8)	180,000	127,000	127,000
Political entity reporting (Note 9)	354,000	214,000	225,000
Officer salary and benefits (Note 10)	337,000	337,000	337,000
Voter education (Note 11)	16,000	59,000	59,000
Total expenses for ongoing operating costs	8,210,000	8,210,000	8,210,000

See the following pages for detailed information on notes 1 - 11.

	2014/15 (budget) $	2015/16 (budget) $	2016/17 (budget) $
CAPITAL ASSETS			
Approved budget by SSCFGS			
Computer hardware, servers and related software	700,000	700,000	700,000
Total funding for capital assets	700,000	700,000	700,000
Expenditures for capital assets			
Computer hardware, servers and related software	700,000	700,000	700,000
Total expenditures for capital assets	700,000	700,000	700,000

Note 1 - The salaries and benefits line includes salaries and benefits for Elections BC's permanent employees. Employees are paid in accordance with policies established by the BC Public Service Agency.

Note 2 - Amortization is the allocation of the cost of a capital asset over its estimated useful life, and it is closely tied to capital spending. The major contributors to amortization are capital investments made in the Electoral Information System (EIS), Financial Reports and Political Contributions System (FRPC) and other information systems. For example, the figure in the capital budget represents the actual cost for 2014/15; however, that actual cost must also be paid for out of the operating budgets over a number of years. Amortization rates are government policy established by the Office of the Comptroller General, and Elections BC does not have flexibility to change them.

Note 3 - Building occupancy charges are rental charges for office and warehouse space.

Note 4 - Office expenses and telecommunications include telephones, supplies, equipment, postage, courier, bank charges, staff training, travel, legal fees and statutory advertising.

Note 5 - Corporate information systems include technology services, which have been outsourced through a contract, such as support of Elections BC's computers, servers and applications; maintenance and enhancement of applications such as EIS, the Online Voter Registration System (OVR), FRPC and the Recall and Initiative Verification System (RIVERS); and support for technical infrastructure such as shared file storage, printing, firewalls, servers, workstations, local area networks, backup and recovery, and office automation software.

Also included in this budget line is the cost of email accounts, a portion of network costs, licensing and maintenance fees for various software and hardware in use at Elections BC, costs for purchasing software and repairing hardware, and fees for the Internet service on which the Elections BC website is hosted.

Note 6 - Event readiness includes expenses necessary to ensure that Elections BC maintains a constant state of readiness to administer unscheduled electoral events such as initiative petitions, recall petitions and by-elections. Expenses include the printing of forms and guides.

Note 7 - Address and boundary maintenance involves the upkeep of voting area boundaries

to satisfy legislative requirements and enhance the accessibility of voting places to voters. It also includes the production of high-quality electoral data and information through the continual custodianship of a geo-spatial database containing B.C.'s electoral boundaries, road networks and address data. This means accurately and efficiently deriving physical addresses from provided addresses and assigning physical addresses to electoral districts and voting areas; maintaining a current and complete register of physical addresses for residential and non-residential properties, along with their electoral district and voting area assignments; and communicating this electoral information through map products and web tools.

Note 8 - Voters list maintenance includes information technology costs and costs related to the transfer of voter data. The voters list contains the names and residential addresses of all individuals registered to vote in each electoral district. It is a fundamental component of all electoral events and is used to ensure only registered voters vote and to prevent voters from voting more than once. It is also used to ensure that only registered voters sign recall and initiative petitions. The voters list is used by MLAs, parties and candidates to communicate with registered voters and by the Court Services Branch to generate jury selection lists.

Note 9 - Political entity reporting includes the costs associated with reviewing financing reports for candidates and other political entities; conducting investigations of political entities, candidates and election advertising sponsors in accordance with section 276 of the *Election Act*; development and delivery of guides, forms and training for political entities, financial agents and auditors; and registration and updates of political parties, constituency associations and advertising sponsors.

Note 10 - The salary of the Chief Electoral Officer is established by the *Election Act* and is equal to the salary paid to the Chief Judge.

Note 11 - Voter education includes the cost of public education activities, including the production of teacher resources. The Grade 5 "The Election Tool Kit" and the Grade 11 "Think Choose VOTE" resources aim to introduce youth to the importance of active participation in the provincial electoral process. The resources are designed to fulfil learning outcomes of the Grade 5 and Grade 11 B.C. curricula.

Appendices

Appendix A: "At-a-glance" projects and activities, 2014/15
Appendix B: Political party registrations and deregistrations
Appendix C: Constituency association registrations and deregistrations
Appendix D: Orders of the Chief Electoral Officer
Appendix E: Activities of the Chief Electoral Officer
Appendix F: Reports of the Chief Electoral Officer
Appendix G: An initiative to amend the *Police Act*
Appendix H: Minutes of the Election Advisory Committee meeting

Appendix A: "At-a-glance" projects and activities, 2014/15

STRATEGIC PRIORITY	OBJECTIVES AND PROJECTS	ONGOING WORK

Top priority:
 	
Deliver events:
Be ready for, and successfully deliver, electoral events.
	▪ Ensure Elections BC is operationally ready for its new mandate under the *Local Elections Campaign Financing Act*.
	  ▪ Deliver the November 2014 General Local Elections event.
	▪ Prepare and plan ahead for electoral boundaries redistribution.
	▪ Maintain functionality of critical information systems: Electoral Information System (EIS), Recall and Initiative Verification System (RIVERS), Online Voter Registration system (OVR), Financial Reports and Political Contributions system (FRPC), Geographical Information System (GIS), Inventory Distribution System (IDS).
		▪ Review and update plans to ensure Elections BC is ready to administer on-demand events, including:
		  ▪ initiative petitions
		  ▪ recall petitions
		  ▪ provincial by-elections
		  ▪ provincial referenda, plebiscites, and initiative votes
		  ▪ local by-elections
		  ▪ local assent votes

Supporting priority: **Lead change**: Develop voting model changes that enhance service, remove participation barriers and improve compliance.	▪ Develop a transformative vision of what voting in the 2021 General Election could look like and work on initiatives to further this vision, including recommendations for legislative change. ▪ Automate administrative procedures, as allowable by current legislation, to streamline the voting process. ▪ Improve the model for administering voter registration and voting opportunities at site-based voting area (SVA) facilities.	▪ Actively support the work of the BC Electoral Boundaries Commission. ▪ Conduct a strategic review of voter registration and voters list maintenance activities.

STRATEGIC PRIORITY	OBJECTIVES AND PROJECTS	ONGOING WORK
Supporting priority: **Focus on stakeholders**: Respond to the diverse and changing needs of stakeholders.	▪ Design and build a system for candidates to file election financing reports electronically. ▪ Define requirements for electronic filing of financing reports by political parties and constituency associations. ▪ Develop new training programs for District Electoral Officers (DEOs) and election officials taking a blended learning approach (combination of face-to-face instruction and eLearning). ▪ Redesign the EIS temporary employee application to improve coordination of election official recruitment, training, scheduling and payroll functions. ▪ Enhance the suite of information resources, communications technology and performance management tools used by DEOs in the field. ▪ Identify new geography products and services needed to support the 2017 General Election. ▪ Analyze voter participation trends and patterns to improve logistical planning in the field. ▪ Develop a strategy to improve the accessibility of data published by Elections BC.	▪ Deliver financial agent training and political party information sessions. ▪ Publish guides to legislated processes administered by Elections BC. ▪ Update forms and information systems used to interact with voters and clients. ▪ Liaise and consult with the Election Advisory Committee. ▪ Liaise and consult with the Technical Advisory Committee established under the *Local Elections Campaign Financing Act*. ▪ Maintain and enhance public education programs. ▪ Publish political contributions data. ▪ Receive, review, scan and post financing reports and disclosure statements. ▪ Deliver geography products and services. ▪ Provide voters lists for purposes authorized under the *Election Act*. ▪ Manage issues and media relations. ▪ Maintain the Elections BC website and update public information. ▪ Respond to inquiries from the public and other stakeholders. ▪ Conduct client satisfaction surveys.
Supporting priority: **Enhance value**: Enhance value for British Columbians by engaging in partnerships and innovative service delivery arrangements that leverage our expertise.	▪ Make recommendations for legislative change. ▪ Publish discussion papers. ▪ Identify new forms, procedures or systems to pilot in a future by-election.	▪ Participate in research activities relevant to electoral administration. ▪ Develop and maintain partnerships. ▪ Observe electoral events taking place in other jurisdictions. ▪ Incorporate lessons learned from past electoral events into future event planning.

FOUNDATIONAL AREAS: SUPPORTING OUR STRATEGIC PRIORITIES	PROJECTS	ONGOING WORK
People: Continue to be a high-performing organization that invests in people, ensuring our staff have the knowledge, capabilities and resilience to serve the needs of our stakeholders.	▪ Develop a corporate learning and development strategy. ▪ Review compensation policies and job classifications for temporary staff hired by Elections BC.	▪ Train staff on planning framework tools and processes. ▪ Manage corporate orientation program for new Elections BC employees. ▪ Develop and maintain staff. ▪ Host CEO-facilitated leadership forum. ▪ Maintain Employee Performance and Development Planning (EPDP) program.
Work environment and tools: Create a healthy and productive work environment that supports our staff with the information, tools and resources they need to perform at their best.	▪ Conclude competitive process to select Elections BC's external provider of Information Technology (IT) and Geographical Information System (GIS) services and ensure a smooth transition to the new service provider. ▪ Complete long-term conversion of Electoral Information System (EIS) application code to the VB.NET standard.	▪ Maintain IT infrastructure. ▪ Manage warehouse. ▪ Maintain and administer facilities.

FOUNDATIONAL AREAS: SUPPORTING OUR STRATEGIC PRIORITIES	PROJECTS	ONGOING WORK
Approach: Put in place effective business processes and management structures so that our work reflects best practices, uses resources wisely and aligns with our vision, mandate and strategic direction.	▪ Develop a formal privacy management framework for Elections BC. ▪ Maintain and enhance Elections BC's planning framework.	▪ Maintain policies, procedures, and process documentation. ▪ Review legislation and legislative interpretations. ▪ Maintain risk management program.
Communications: Maintain an active presence with our internal and external stakeholders and strategic partners, always seeking opportunities to work collaboratively, build relationships and share lessons learned.	▪ Maintain and enhance intranet and internal communications.	▪ Liaise with other electoral agencies to share best practices. ▪ Engage with legislators and other stakeholders on emerging issues of concern to electoral administrators. ▪ Participate in the Conference of Canadian Election Officials. ▪ Participate in the Council on Governmental Ethics Laws. ▪ Contribute to the Canadian Electoral Resource Library.

Appendix B: Political party registrations and deregistrations

As of March 31, 2014, there were 22 political parties registered in B.C.

The following political party registrations and deregistrations occurred between April 1, 2012, and March 31, 2013.

Political party registrations

- B.C. Vision
- B.C. Action Party

Voluntary political party deregistrations

- The Progressive Nationalist Party of British Columbia

Involuntary political party deregistrations

- British Columbia Patriot Party
- British Columbia Social Credit Party
- He!ping Hand Party
- Western Canada Concept Party of BC

Appendix C: Constituency association registrations and deregistrations

As of March 31, 2014, there were 140 constituency associations registered in B.C.

The following constituency association registrations and deregistrations occurred between April 1, 2013, and March 31, 2014.

Constituency association registrations

British Columbia Conservative Party

- Prince George-Mackenzie Constituency Association British Columbia Conservative Party

Green Party Political Association of British Columbia

- Surrey-Green Timbers Constituency Association Green Party Political Association of British Columbia

Voluntary constituency association deregistrations

British Columbia Conservative Party

- Burnaby-Deer Lake Constituency Association British Columbia Conservative Party
- Delta North Constituency Association British Columbia Conservative Party
- Langley Constituency Association British Columbia Conservative Party
- Surrey-Cloverdale Constituency Association British Columbia Conservative Party
- Surrey-Panorama Constituency Association British Columbia Conservative Party
- Victoria-Beacon Hill Constituency Association British Columbia Conservative Party
- Westside-Kelowna Constituency Association British Columbia Conservative Party

Green Party Political Association of British Columbia

- Victoria-Beacon Hill Constituency Association Green Party Political Association of British Columbia

Involuntary constituency association deregistrations

British Columbia Conservative Party

- Burnaby-Edmonds Constituency Association British Columbia Conservative Party
- Burnaby-Lougheed Constituency Association British Columbia Conservative Party
- Chilliwack Constituency Association British Columbia Conservative Party
- Delta South Constituency Association British Columbia Conservative Party
- Richmond Centre Constituency Association British Columbia Conservative Party
- Surrey-Green Timbers Constituency Association British Columbia Conservative Party
- Surrey-Tynehead Constituency Association British Columbia Conservative Party
- Surrey-Whalley Constituency Association British Columbia Conservative Party
- Surrey-White Rock Constituency Association British Columbia Conservative Party
- Vancouver-Langara Constituency Association British Columbia Conservative Party

British Columbia Social Credit Party

- Abbotsford West Constituency Association of British Columbia Social Credit Party

Independent

- Abbotsford South Constituency Association Independent MLA John van Dongen
- Cariboo North Constituency Association Independent MLA Bob Simpson

Appendix D: Orders of the Chief Electoral Officer

Section 280 of the *Election Act* establishes the authority of the Chief Electoral Officer to make specific or general Orders under certain circumstances. Between April 1, 2013, and March 31, 2014, 44 Orders were made by the Chief Electoral Officer. The Orders are summarized below:

ORD002-2013[1]
March 21, 2013

The Kelowna-Lake Country B.C. Conservative Party registered constituency association was granted an extension to April 19, 2013, to file its 2012 annual financial report.

ORD003-2013
April 27, 2013

The Green Party Political Association of British Columbia was granted an extension to April 22, 2013, to file its 2012 annual financial report.

ORD004-2013
April 22, 2013

An election official in Westside-Kelowna erred by placing the secrecy envelope containing one voter's marked ballot in an unsigned certification envelope prepared for another voter. The unsigned certification envelope was placed in the ballot box. The first voter was allowed to vote again, while the second voter had a second certification envelope completed for them such that they could vote. At the close of general voting, the unsigned certification envelope was set aside and not considered for final count. The properly completed certification envelopes for the first and second voters were considered at the final count.

ORD005-2013
April 26, 2013

The candidate nomination documents for a nominee in the Abbotsford West electoral district were mistakenly rejected prior to the deadline for not having sufficient nominator signatures. It was later discovered that there were sufficient nominator signatures. The nomination documents for the nominee were accepted as if they were received before the deadline.

ORD006-2013
May 3, 2013

Some alternative absentee voters in several district electoral offices were issued ordinary ballots instead of write-in ballots. The ballots cast by these voters were not rejected at the final count on the basis that the incorrect ballots were used.

ORD007-2013
May 7, 2013

In Abbotsford-Mission, some ordinary ballots were printed in error with the sequential serial numbers in the space intended for the voter number on the stubs and counterfoils. Despite the requirements of s. 86 of the *Election Act* that the ballots be in the form established in Form 2 of the Schedule to the *Election Act*, these ballots were accepted for use in the May 14, 2013, General Election.

[1] Orders are numbered by calendar year rather than fiscal year. For ORD001-2013, see the Elections BC Annual Report 2012/13 and Service Plan 2013/14-2015/16. ORD002-2013 was omitted from that report in error and is included here.

ORD008-2013
May 9, 2013

Election officials in Vancouver-Fairview, New Westminster, and Burnaby-Edmonds erred in not having all voters sign their advance voting certificates or the advance voting books as required by s. 97 of the *Election Act*. The ballots were considered at the initial count as if the voters had signed the necessary voting documents and the declaration in the voting books.

ORD009-2013
May 9, 2013

Between April 24 and 26, four out-of-province voters requested voting packages under s.106 of the *Election Act*. On May 7 it was determined that these requests had not yet been processed. The voting packages were issued on May 8 by the District Electoral Officer for Victoria-Swan Lake. Due to this administrative error, the voters were unable to deliver the voting packages to the District Electoral Officer by the close of general voting. The voters were permitted to return the voting packages to the District Electoral Officer by May 24, prior to the start of final count, provided that the voting packages were time and date-stamped by postal services prior to the close of general voting.

ORD010-2013
May 9, 2013

Some alternative absentee voters in Fraser-Nicola were issued ordinary ballots instead of write-in ballots. The ballots cast by these voters were not rejected at the final count on the basis that the incorrect ballots were used.

ORD011-2013
May 9, 2013

Election officials at advance absentee voting opportunities in Columbia River-Revelstoke and Nanaimo-North Cowichan erred in putting voters marked write-in ballots directly into the ballot box rather than in secrecy and certification envelopes. When these errors were discovered the voters were invited to vote again using the proper procedures. The write-in ballots outside of the secrecy and certification envelopes were set aside and not considered at either the initial or final counts.

ORD012-2013
May 9, 2013

A voter was mistakenly informed at the Nanaimo district electoral office that their electoral district of residence was Nanaimo-North Cowichan and was instructed to vote for candidates in the incorrect district. The voter was subsequently permitted to correctly vote at an advance voting opportunity in their electoral district of residence and the certification envelope containing the ballot for the incorrect electoral district remained unopened at final count.

ORD013-2013
May 10, 2013

Election officials at an advance voting opportunity in Langley erred in putting a voter's marked write-in ballot directly into the ballot box rather than in secrecy and certification envelopes. An empty secrecy and completed certification envelope were stapled together and placed in the ballot box. At initial count, the ballot was placed in the secrecy envelope and sealed in the certification envelope and was considered at final count.

ORD014-2013
May 11, 2013

Election officials at advance absentee voting opportunities in Saanich South, New Westminster, and Delta South did not notice that two write-in ballots were stuck together and issued two ballots each to five voters. During preparations for the final count the secrecy envelopes were opened and examined by the District Electoral Officer to determine if both write-in ballots were marked. If only one write-in ballot was marked by the voter, the other ballot was set aside and not considered at final count.

ORD015-2013
May 10, 2013

A team of election officials at a site-based voting opportunity in Vancouver-Fraserview erred in not providing certification envelopes to non-resident voters as required by s. 98 of the *Election Act*. When these errors were discovered, the ballot box was sealed and all voters who voted at the voting place were invited to vote again using the proper procedures. The ballots contained in the original ballot box were set aside and not considered at initial or final count.

ORD016-2013
May 10, 2013

Election officials at the Nelson-Creston district electoral office erred in providing a voter with a list of candidates for the incorrect district and the voter voted for a candidate from the incorrect district. The voter was subsequently permitted to vote based on the list of candidates for the correct electoral district. The certification envelope containing the ballot for the incorrect electoral district remained unopened at final count.

ORD017-20013
May 10, 2013

Election officials at a site-based voting area and a special voting opportunity in Victoria-Swan Lake erred in not having some voters sign the certification envelope as required by s. 98 of the *Election Act*. The certification envelopes were considered at final count as if the voters had signed the necessary declaration on the certification envelope.

ORD018-2013
May 13, 2013

Four voters who submitted an alternative absentee voting package erred by returning the sealed secrecy envelope containing the ballot outside of the sealed certification envelope bearing the name and declaration of the voter. The secrecy and certification envelopes were attached together and considered as a single envelope at final count.

ORD019-2013
May 13, 2013

A voter was mistakenly informed at a district electoral office that his electoral district of residence was Oak Bay-Gordon Head and was instructed to vote for candidates in the incorrect district. The voter was subsequently permitted to vote at another district electoral office based on the correct electoral district. The certification envelope containing the ballot for the incorrect electoral district remained unopened at final count.

ORD020-2013
May 13, 2013

Some alternative absentee voting packages were issued in the Surrey-Green Timbers district electoral office containing the incorrect certification envelope, which did not have a space for the witness' signature as required by s. 106 of the *Election Act*. The certification envelopes received from the affected voters were considered at final count without a witness' signature.

ORD021-2013
May 13, 2013

Five voters were incorrectly advised at an advance voting opportunity in Skeena to vote under the absentee provisions of s. 101. Election official further erred by issuing the incorrect certification envelope to these voters and in not having all of these voters sign the certification envelope and voting book as required by the *Election Act*. The certification envelopes from the affected voters were considered at final count as if they had been administered correctly at a valid s. 101 advance voting opportunity.

ORD022-2013
May 14, 2013

Election officials at some voting stations in 65 electoral districts erred in not having all voters sign the general voting books as required by s. 96 of the *Election Act*. The ballots were considered at initial count as if the voters had signed the necessary declaration in the voting books.

ORD023-2013
May 14, 2013

The election officials at two absentee voting opportunities in North Island and Surrey-Fleetwood erred and did not place marked ballots for six voters in secrecy envelopes and certification envelopes are required by s. 101 of the *Election Act*. The marked ballots were placed directly in the ballot box. The voters were subsequently permitted to vote again using the proper procedures. At initial count the ballots that were not contained in secrecy envelopes and certification envelopes were removed, sealed in an envelope marked as being subject to this Order and not counted. The certification envelopes containing marked ballots issued to these voters were dealt with at initial and final count as if they were the only votes cast by the affected voters on that day.

ORD024-2013
May 14, 2013

An election official at an absentee voting opportunity in Boundary-Similkameen did not notice that two write-in ballots were stuck together and issued both ballots to a voter. During preparations for final count the secrecy envelope was opened and examined by the District Electoral Officer to determine if both write-in ballots were marked. If only one write-in ballot was marked by the voter, the other ballot was set aside and not considered at final count.

ORD025-2013
May 14, 2013

The election officials at an absentee voting opportunity in Vancouver-Kingsway erred and did not place the marked ballot of a voter in a secrecy envelope and certification envelope as required by s. 99 of the *Election Act*. The marked ballot was placed directly in the ballot box. A secrecy envelope and an empty certification envelope completed by the voter were placed in the voting document envelope in the back of the voting book. At initial count, the ballot that was not contained in a secrecy and certification envelope was removed, sealed in the secrecy and certification envelopes from the back of the voting book and was considered at initial and final count as if it had been cast correctly.

ORD026-2013
May 14, 2013

Election officials at an absentee voting opportunity in Cariboo North erred in not having a voter sign the certification envelope as required by s. 100 of the *Election Act*. The certification envelope was considered at final count as if the voter had signed the necessary declaration on the certification envelope.

ORD027-2013
May 14, 2013

Election officials at a voting place in Burnaby North erred in writing the voters' sequence number on the back of several ballots issued to voters, thereby making these ballots identifiable at initial count. At initial count the election official responsible obscured the sequence numbers on the back of the affected ballots such that they were unreadable, and these ballots were considered at initial count as if they had been cast correctly.

ORD028-2013
May 14, 2013

Some voters at an absentee voting opportunity in Delta North were issued write-in ballots instead of ordinary ballots. The ballots cast by the affected voters were not rejected at final count on the basis that the incorrect ballots were used.

ORD029-2013
May 14, 2013

Elections officials at a voting opportunity in Abbotsford South erred by providing ordinary ballots instead of write-in ballots to two voters voting under absentee provisions. When the errors were discovered, the voters were invited to vote again using the correct procedures. The second time they voted, the certification envelopes were marked by the officials in such a way that they could be distinguished from the first set of envelopes. The first set of certification envelopes were set aside and not considered at initial or final count.

ORD030-2013
May 14, 2013

An election official at an absentee voting opportunity in Delta South did not notice that two write-in ballots were stuck together and issued both ballots to a voter. During preparations for final count the secrecy envelope was opened and examined by the District Electoral Officer to determine if both write-in ballots were marked. If only one write-in ballot was marked by the voter, the other ballot was set aside and not considered at final count.

ORD031-2013
May 14, 2013

Election officials at an absentee voting opportunity in Surrey-Tynehead and election officials at a special voting opportunity in Langley erred in not having voters sign the certification envelope as required by s. 98 and 99 of the *Election Act*. The certification envelopes for these voters were considered at final count as if the voters had signed the necessary declaration on the certification envelopes.

ORD032-2013
May 14, 2013

Election officials at the Cowichan Valley district electoral office erred in not having all voters sign the certification envelope as required by s. 104 of the *Election Act*. The certification envelopes of the affected voters were considered at final count as if the voters had signed the necessary declaration on the certification envelope.

ORD033-2013
May 14, 2013

Election officials at an absentee voting opportunity in Nanaimo erred in placing the voter's counterfoil instead of the voter's ballot in the secrecy envelope and sealing it in the certification envelope. When the error was discovered, the voter's ballot was placed in a second secrecy envelope and attached to the first certification envelope. During preparations for final count the secrecy envelope containing the counterfoil was opened and examined by the District Electoral Officer to verify its contents. If it contained a counterfoil it was set aside and the second secrecy envelope and certification envelope was considered at final count as if they had been completed correctly.

ORD034-2013
May 25, 2013

Election officials at the Richmond Centre district electoral office erred in opening a number of certification envelopes during preparations for the final count and placing the enclosed secrecy envelopes in ballot boxes prepared for the final count. Despite the requirements of sections 128, 130, 132, 134 and 135, the affected secrecy envelopes contained in the ballot boxes were considered at final count as if they had not been removed early from the certification envelopes.

ORD035-2013
July 10, 2013

Election officials at some voting stations in the July 10, 2013, Westside-Kelowna by-election erred in not having all voters sign the general voting books as required by s. 96 of the *Election Act*. The ballots were considered at initial count as if the voters had signed the necessary declaration in the voting books.

ORD036-2013
August 9, 2013

Sharon Hartwell, a candidate in Stikine was granted an extension to August 19, 2013, from the August 12, 2013, deadline to file an election financing report for the 2013 General Election.

ORD037-2013
August 12, 2013

Donald A. Roberts, a candidate in Prince George-Valemount was granted an extension to August 30, 2013, from the August 12, 2013, deadline to file an election financing report for the 2013 General Election.

ORD038-2013
August 12, 2013

Nicholas Scapillati, a candidate in Vancouver-Quilchena was granted an extension to August 23, 2013, from the August 12, 2013, deadline to file an election financing report for the 2013 General Election.

ORD039-2013
August 9, 2013

The Parksville-Qualicum Constituency Association B.C. Conservative Party was granted an extension to August 23, 2013, from the August 12, 2013, deadline to file an election financing report for the 2013 General Election.

ORD040-2013
August 12, 2013

The Kamloops-South Thompson Constituency Association BC NDP was granted an extension to August 23, 2013, from the August 12, 2013, deadline to file an election financing report for the 2013 General Election.

ORD041-2013
September 20, 2013

Michael Brousseau, a candidate in Skeena was granted an extension to the September 11, 2013, late filing deadline for his audited election financing report for the 2013 General Election after Elections BC officials erred in communicating with the candidate's financial agent.

ORD042-2013
September 20, 2013

The Maple Ridge-Pitt Meadows Constituency Association BC NDP was granted an extension to the September 11, 2013, late filing deadline to file an election financing report for the 2013 General Election after an administrative error by a supplier caused the report to arrive after the deadline.

ORD043-2013
December 4, 2013

The British Columbia Conservative Party was granted an extension to February 28, 2014, to file deregistration reports for the following six constituency associations: Burnaby-Edmonds Constituency Association British Columbia Conservative Party, Burnaby-Lougheed Constituency Association British Columbia Conservative Party, Chilliwack Constituency Association British Columbia Conservative Party, Delta South Constituency Association British Columbia Conservative Party, Surrey-Tynehead Constituency Association British Columbia Conservative Party, Surrey-Whalley Constituency Association British Columbia Conservative Party.

ORD001-2014
February 25, 2014

The British Columbia Conservative Party was granted a further extension to March 31, 2014, to file deregistration reports for the following six constituency associations: Burnaby-Edmonds Constituency Association British Columbia Conservative Party, Burnaby-Lougheed Constituency Association British Columbia Conservative Party, Chilliwack Constituency Association British Columbia Conservative Party, Delta South Constituency Association British Columbia Conservative Party, Surrey-Tynehead Constituency Association British Columbia Conservative Party, Surrey-Whalley Constituency Association British Columbia Conservative Party.

ORD002-2014
February 25, 2014

The British Columbia Conservative Party was granted an extension to March 31, 2014, to file deregistration reports for the following four constituency associations: Richmond Centre Constituency Association British Columbia Conservative Party, Surrey-Green Timbers Constituency Association British Columbia Conservative Party, Vancouver-Langara Constituency Association British Columbia Conservative Party, Surrey-White Rock Constituency Association British Columbia Conservative Party.

Appendix E: Activities of the Chief Electoral Officer

The Chief Electoral Officer and his senior staff meet regularly with a wide variety of stakeholders. The following are some examples of the meetings, activities or events that were held or attended in the last year.

- 2013 General Election Research Conference
- BC Treaty Commission meeting
- Conference of Canadian Election Officials
- District electoral office visits in Prince George, Vanderhoof, Smithers, Kitimat, Fort St John, Campbell River, Parksville, Nanaimo, Courtenay, Ladysmith, Duncan and Saanich
- Dominion Voting Internet Voting Project
- Election Advisory Committee meeting
- Equality and Representation in Canadian Politics Conference
- Institute of Public Administration of Canada: Annual Conference
- Partnerships and collaborations with Elections Saskatchewan, Elections Nova Scotia, and Elections Ontario
- Political Party Information Session
- Post Event Review: District Electoral Officer Conference
- Presentation on Youth Engagement, Elections Saskatchewan
- Presentation to the House of Commons Committee on Procedure and House Affairs regarding the *Fair Elections Act*
- Public Square Youth Engagement, Simon Fraser University
- Reboot Communications: 15th Annual Privacy and Security Conference
- Workshops on Social Science Research, Concordia University
- Council on Governmental Ethics Laws Conference
- "Democracy: Own It" event

Appendix F: Reports of the Chief Electoral Officer

The following is a list of reports and publications Elections BC has tabled in the last fiscal year. These reports are available on the Elections BC website.

Reports of the Chief Electoral Officer

Report of the Chief Electoral Officer on the 2013 Enumeration
Report of the Chief Electoral Officer on the 40th Provincial General Election – May 14, 2013
2013 Statement of Votes – 40th Provincial General Election – May 14, 2013
Report of the Chief Electoral Officer on the Westside-Kelowna By-election – July 10, 2013
Annual Report 2012/13 and Service Plan 2013/14-2015/16

Report of the Independent Panel on Internet Voting

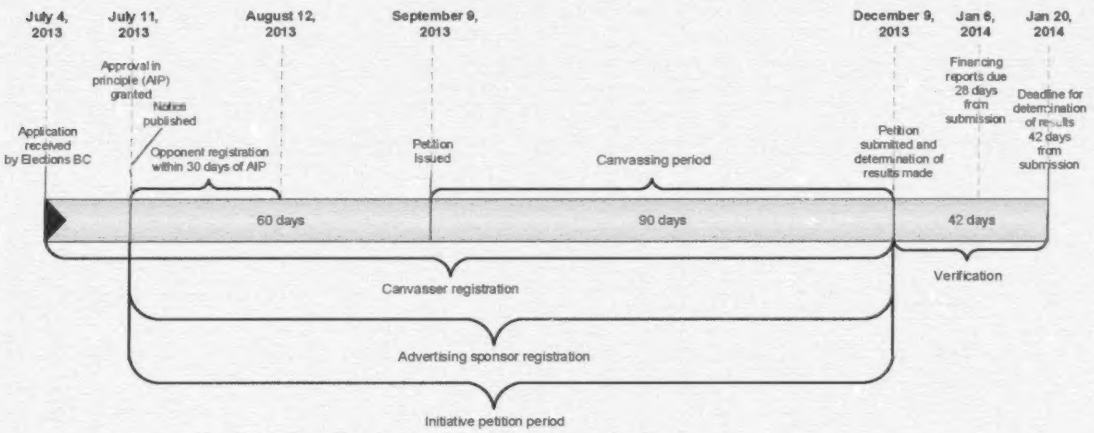
Recommendations Report to the Legislative Assembly of British Columbia – February 2014

Appendix G: An initiative to amend the *Police Act*

The application of the proponent, Dana Larsen, for the initiative petition "An initiative to amend the *Police Act*" was received on July 4, 2013, and was approved in principle by the Chief Electoral Officer on July 11, 2013. There were no registered opponents to the initiative petition or independent initiative advertising sponsors. The petition was issued to the proponent on September 9, 2013. The initiative petition expenses limit for the proponent was $1,030,562.17. This amount is based on the total number of registered voters as of September 9, 2013. 4,460 voters registered as canvassers to collect signatures for the petition over a 90-day period.

The petition was submitted to the Chief Electoral Officer on December 9, 2013, for determination of whether the petition complied with the *Recall and Initiative Act*, meaning it was signed by at least 10% of the registered voters in each electoral district who were entitled to sign the petition. Immediately after the petition was submitted, the Chief Electoral Officer determined that the initiative petition contained insufficient signatures to proceed further in the initiative petition process and therefore the petition did not meet the requirements of the *Recall and Initiative Act* and was unsuccessful.

Elections BC incurred costs of $343,488 to administer the initiative petition to amend the Police Act.



Initiative petition summary

The initiative draft Bill entitled "Sensible Policing Act" proposed to amend the *Police Act* to no longer use provincial police resources on the enforcement of current laws in relation to simple possession and use of cannabis by adults. The draft law would prohibit the use of provincial police resources for this purpose, would require police to report in detail to the Minister of Justice any actual use of resources for this purpose and why it was necessary, and would require the Minister to publish that report. The Bill also proposed that the province would call upon the federal government to repeal the federal prohibition on cannabis or give British Columbia an exemption, such that British Columbia is able to tax and regulate cannabis similar to the regulation of alcohol and tobacco. As well, it proposed that British Columbia shall establish a Provincial Commission to study the means and requirements necessary for the province to establish a legal and regulated model for the production and use of cannabis by adults. Last, the Bill would make non-lawful possession and use of cannabis by minors an offence similar to possession and use of alcohol.

Initiative petition financing report summary

Proponent	**Dana Larsen**
	$
Inflows	
Contributions	
Individuals	409,985
Corporations	12,395
Unincorporated business/commercial organizations	-
Trade unions	-
Non-profit organizations	16 000
Other identifiable contributors	-
Anonymous contributions	-
Total contributions	**438,380**
Fundraising income	-
Other income	4
Loans received	-
Total inflows	**438,384**
Outflows	
Initiative petition expenses subject to limits	191,997
Initiative petition expenses not subject to limits	6,381
Other expenses	234,096
Total outflows	**432,474**
Initiative petition expenses limit	**1,030,562**

Elections BC expenses

The following expenses were incurred by Elections BC in administering the initiative petition to amend the *Police Act*.

Expense category	Totals for fiscal year 2013/2014
Salaries	$35,978
Professional services	51,612
Information systems	45,106
Advertising and publications	206,383
General office expenses	4,409
Total	**$343,488**

Total number of registered voters on September 9, 2013	**3,165,113**

Cost per registered voter	**$0.11**

Appendix H: Minutes of the Election Advisory Committee meeting

Thursday, October 10, 2013, 9 a.m. – 12 p.m.
Fairmont Waterfront Hotel, 900 Canada Place Way, Vancouver, British Columbia

Present:
Committee members (alphabetically by political party name)
Jeff Bridge, BC Conservative Party
Laura Miller, BC Liberal Party
Sharon White, BC Liberal Party
Jan O'Brien, BC NDP
Matt Hannah, BC NDP
Mike Hickey, Green Party Political Association of British Columbia
David Pearce, Green Party Political Association of British Columbia

Elections BC staff
Keith Archer, Ph.D., Chief Electoral Officer (Chair)
Nola Western, CPA, CA, Deputy Chief Electoral Officer, Funding and Disclosure
Anton Boegman, Deputy Chief Electoral Officer, Electoral Operations
Amie Foster, Manager, Executive Services (minutes)

Meeting convened at 9:04 a.m.

1. Welcome and Introductions

Keith welcomed attendees and described the role of the Election Advisory Committee (EAC) which is established under sections 14-16 of the *Election Act*. Keith also explained that the political party information session would follow the EAC meeting and is an important component of Elections BC's (EBC) overall outreach strategy.

Keith addressed a request raised by EAC members at the October 2012 EAC meeting regarding political party access to voter participation data. He advised members that under current legislation Elections BC does not have the authority to provide political parties with extracts of voter participation information.

Keith explained that British Columbia has the most accessible ballot in Canada and that the strategy guiding the 2013 Provincial General Election was to emphasize the notion of voter accessibility.

Keith provided attendees with a high level overview of the 2013 Provincial General Election. The PowerPoint presentation has been embedded below for reference.[3]

Discussion

- A member asked that the decision regarding access to the voter's list participation information be provided in writing.
    - Keith agreed.

[3] Embedded PowerPoint presentations have been removed. For the original copy of the minutes, including embedded presentations, see the Elections BC website.

- How do you determine the quality of the voter's list?
  - It is a formula of currency (percentage of eligible voters at the correct address) multiplied by coverage (percentage of eligible voters on the voters list).

- Further questions were deferred to the post event evaluation and general discussion segment of the meeting.

2. 2013 Provincial General Election Overview

Anton provided members with a detailed overview of the 2013 Provincial General Election and Enumeration. He described things that worked well, things that did not go as planned and things that could be improved. He also invited members to contact EBC at any time with additional feedback.

3. Electoral Finance Update

Nola provided attendees with an electoral finance update.

Changes to Legislation

There were no legislative changes affecting candidates or political parties between the 2009 and the 2013 Provincial General Elections.

There was a court decision regarding third party advertising that resulted in a change to the rules for third parties. For the 2013 Provincial General Election, advertising by third parties was not limited or regulated until the start of the campaign period itself, which began on April 16. Although there were pre-campaign period spending limits on candidates and political parties, there were none for third party advertisers.

Financial Agent Training

As part of EBC's preparation for the 2013 Provincial General Election, electoral finance created an online training website for financial agents. This multi-media site covered all of the rules, tips and FAQs about election financing. EBC is pleased that financial agents outside of the Lower Mainland and Victoria can now have access to training without having to attend a financial agent training session.

In the months leading up to the 2013 Provincial General Election, the electoral finance group conducted 12 financial agent training sessions in the Lower Mainland and southern Vancouver Island with over 256 attendees. They also conducted three training sessions for third party advertisers with over 60 attendees. Electoral Finance staff also logged over 4,000 one-on-one contacts with clients.

Increase in Social Media

During this election there was a considerable increase in the use of social media by candidates, political parties and voters. Digital media use by the candidates, EBC and voters played an increased role in helping people connect and in making information accessible and timely.

Number of Candidates, Political Parties and Election Advertising Sponsors

A total of 376 candidates, 19 political parties and 286 advertising sponsors participated in the 2013 Provincial General Election compared to 345 candidates, 15 political parties and 301 advertising sponsors in 2009. Some of the change in the number of advertising sponsors may have been due to an increased awareness of what does and does not constitute election advertising and perhaps the shortened period during which third party advertising was regulated.

There were four political parties deregistered immediately after the 2013 Provincial General Election for failing to field sufficient candidates. These parties can apply to reregister one year after they have filed a deregistration financial report. Four more parties are at risk of deregistration if they do not run at least two candidates in the 2017 Provincial General Election.

Nomination Deposits

183 of 376 candidates received 15% or more of the votes counted in their electoral district. As a result, they had their nomination deposits returned in June.

Financial Reports

The election financing reports required for candidates, political parties, constituency associations and election advertising sponsors were due on August 12:

- Three candidates and two constituency associations had extenuating circumstances and were granted short extensions to the August 12 deadline as allowed under the *Election Act*. Several others paid a $500 late filing fee and filed their report by September 11.
- Four constituency associations failed to file by September 11 and have been deregistered.
- All candidates filed.

The Westside-Kelowna by-election reports were due on October 8:

- 21 were filed.
- One political party failed to file. However, there is a late filing period so they may still file if they pay $500.

Financing Reports

EBC is now reviewing the financing reports and following up with financial agents to resolve issues and make corrections where necessary. Many reports contain minor errors and discrepancies like adding mistakes and carry-forward errors.

Some completed candidate files may have to be re-opened during EBC's review of the annual financial reports (AFR) next April as fundraising functions and transfers reported in the annual reports are reconciled with those reported in the election reports.

Nola reminded attendees that candidates who still have bank account balances need to transfer those surplus funds to their registered constituency association, or to the political party if there is no registered constituency association. The transfers will then need to be reported in supplementary reports by the giver and the receiver.

Nola also reminded attendees that any candidate who still owes money to any supplier or lender needs to resolve those outstanding debts and file a supplemental financing report reporting those transactions.

Finally, Nola reminded attendees that if their party's financial agent has not already received all political contribution information from their candidates, that they must follow up to get that information. The *Election Act* requires that all details of all political contributions to candidates, even those under $250, be given to the party financial agent within 60 days of General Voting Day. This is to ensure that the party has the information it needs to file its report on combined contributions over $250 next March.

Local Government Elections Reform

On September 9, the government issued a White Paper on Local Government Elections Reform that outlined government's intention to introduce legislation in the spring of 2014 that would significantly change and increase the mandate of Elections BC. Specifically, the proposed *Local Elections Campaign Financing Act* would make Elections BC responsible for the campaign financing and third party advertising of local government elections, including ensuring the compliance and enforcement of those provisions. This proposed increase to EBC's mandate would have significant implications for EBC, but whether the legislation is passed is a decision for the Legislative Assembly.

4. Independent Panel on Internet Voting

The Independent Panel on Internet Voting (IPIV) was struck in August 2012 after a request from the Minister of Justice. The Chief Electoral Officer (CEO) agreed to convene and chair the panel to investigate the challenges and opportunities associated with Internet voting under the following conditions:

- The CEO would identify and select the panelists.
- The panel would develop its own work plan including scope and reporting timeframe.
- The panel would be funded by the Legislative Assembly.
- The report would be tabled in the Legislative Assembly through the Speaker.

The panel comprises:

- Dr. Keith Archer, Chief Electoral Officer (Chair)
- Dr. Konstantin (Kosta) Beznosov, Associate Professor at the Department of Electrical and Computer Engineering, University of British Columbia
- Lee-Ann Crane, Chief Administrative Officer, Regional District of East Kootenay
- Dr. Valerie King, Professor of Computer Science, University of Victoria
- George Morfitt, FCA, former Auditor General of British Columbia

The authority for the establishment of the panel is section 12 of the *Election Act*. The budget for the panel's work is $420,000 over two fiscal years. Information about the panel's work can be accessed at www.internetvotingpanel.ca.

The Panel has met 13 times since September 2012. The preliminary report is nearing completion and is expected to be published before the end of October. The panel will welcome public input over a six week period. The final report is expected to be tabled in the Legislative Assembly in February 2014.

5. Post Event Evaluation and General Discussion

- Members reiterated their interest in obtaining voter participation information.
- Political parties would like to be notified when the preliminary report of the Independent Panel on Internet Voting is published.
  - Agreed.

- A member expressed concern that there was some disparity in the level of activity between the targeted enumeration activities in some electoral districts.
  - The enumeration was conducted under a new model. Members were invited to submit detailed feedback where possible so that services can be refined in future events. Overall this model was financially responsible and effective, and details will be available in the *Report of the Chief Electoral Officer on the 40th Provincial General Election – May 14, 2013* which is expected to be tabled in March 2014.

- What are the rules of residency for students?
  - Rules for determining where an individual is resident can be found in section 32 of the *Election Act*.

- What are EBC's plans in determining new electoral district boundaries? There will be no new census before the boundaries are redrawn – how much change can there be?
  - The timing of the boundaries commission is determined by the *Electoral Boundaries Commission Act*. The commission must be struck within one year of the 2013 Provincial General Election. Implementing the boundaries after new boundaries have been passed by the Legislative Assembly will take 12 months.

- One member opined that "the *Election Act* has not kept up with the times regarding social media" and asked whether EBC could better explain the advertising rules related to social media use by candidates on General Voting Day.
    - Yes, Elections BC will provide information to candidates about social media use on General Voting Day.

- One member added that the District Electoral Officer (DEO) of Westside-Kelowna (WTK) was very capable and professional.
    - The DEO changed her personal holiday plans on short notice in order to administer the by-election in WTK. Also, administrative feedback from the 2013 Provincial General Election was quickly implemented in the by-election.

- How are voting locations selected?
    - There are a number of factors influencing voting place selection, including availability, legislated access, wheelchair accessibility, previous use, traffic patterns and more.

- How can political parties provide input to the selection of voting places, and enumeration outreach activities?
    - Contact the local DEO to provide input. EBC will communicate deadlines and ensure DEOs understand that they should accept input, and ultimately make decisions in a non-partisan manner.

6. Closing Comments

Keith thanked members for their thoughtful comments. He advised members that the Statement of Votes Report on the 2013 Provincial General Election is expected to be tabled in the Legislative Assembly in January 2014 and the *Report of the Chief Electoral Officer on the 40th Provincial General Election – May 14, 2013* will be tabled in March. The *Report of the Chief Electoral Officer on Recommendations for Legislative Change* is expected to be tabled in the Legislative Assembly following a meeting (in early spring) with the Election Advisory Committee.

Attendees may forward any questions regarding this meeting to Amie Foster, Manager, Executive Services, by phone at 250-952-6226 or by email at amie.foster@elections.bc.ca.

The meeting was adjourned at 12:00 p.m.

Glossary

By-election

An election other than one conducted as part of a general election.

Electoral district

The province is divided into electoral districts (constituencies or ridings), each returning one Member to the Legislative Assembly.

Enumeration

The registration or confirmation of registration of voters by residence-to-residence visitation or by another method directed or authorized by the Chief Electoral Officer.

General election

Elections called on the same date for all electoral districts in the province to elect all Members of the Legislative Assembly.

Initiative petition

A petition under the *Recall and Initiative Act* to have a proposed law introduced in the Legislative Assembly.

Initiative vote

If the Select Standing Committee on Legislative Initiatives refers a successful initiative petition and draft Bill to the Chief Electoral Officer, the Chief Electoral Officer must hold an initiative vote under the *Recall and Initiative Act*.

Recall petition

A petition under the *Recall and Initiative Act* to remove a Member of the Legislative Assembly from office between elections.

Redistribution

A process to change electoral boundaries to account for population changes and other concerns regarding fair and effective representation.

Referendum

If the Lieutenant Governor in Council considers that an expression of public opinion is desirable on any matter of public interest or concern, the Lieutenant Governor in Council may, by Regulation, order that a referendum be conducted under the *Referendum Act*. A referendum is binding on the government that initiated it.

Voters list

The voters list is prepared and maintained by the Chief Electoral Officer and contains the names and residential addresses of registered voters in each electoral district.

Voting area

An electoral district is divided into voting areas for the purpose of assigning voters to voting places. A voting area is generally a geographic area containing no more than 400 registered voters.

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